

31 May 1994

**INVESTIGATIONS
(Selfridge ANGB)**

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.
2. **Authority.** The AFI 31-series, formerly the 125-series of Air Force and/or Air National Guard (ANG) directives contain US Air Force and command policy and procedural guidance for the Investigations work center. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.
3. **Applicability.** This standard only applies to Selfridge Air National Guard Base (SANGB), MI. This standard only applies to peacetime operations.
4. **Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 3 Jan 94.
 - c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
 - d. Standard Man-Hour Equation. $Y = 46.55 + 14.96X$.
 - e. Workload Factors (WLFs):
 - (1) Title. An Investigative Case.
 - (2) Definition. Monthly average number of investigative cases conducted within a 12-month period.
 - (3) Source. Monthly investigative status report activity summary maintained in the Chief of Security Police Office, FAC 4300SE.
5. **Application Instructions:**
 - a. The valid man-hour range for this ANGMS is 330.34 - 550.56. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended.
 - b. Determine the value for the WLF identified in paragraph 4e. Substitute this value into the man-hour equation for X.
 - c. Divide the computed allowed man-hours by the appropriate civilian man-hour availability factor (MAF) to determine total requirements.
 - d. Refer to the appropriate column in the determinant manpower table at attachment 2 to determine the required specialties.
6. **Statement of Conditions:**
 - a. There were no general conditions (environmental, equipment, or facility) which had an impact on the development or application of this manpower standard.
 - b. There were no approved enhancements that impacted the man-hour equation for this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

No. of Printed Pages: 7
OPR: ANGRC/XPME (Maj Castleberry)
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Distribution: F, X

WORK CENTER DESCRIPTION**INVESTIGATIONS
(Selfridge ANGB)****DIRECT:****1. CRIME, INCIDENT, AND COMPLAINT INVESTIGATION:****1.1. RECEIVES NOTIFICATION AND VERIFIES INFORMATION.**

1.2. DETERMINES REQUIRED RESOURCE. Determines required resource needed for the investigation to include equipment, initial manpower, and investigation approach.

1.3. PERFORMS INITIAL ACTION AT SCENE:

1.3.1. TAKES INITIAL ACTION. Upon arrival at scene, records date, time, and conditions that are subject to change; ensures that first-aid is rendered or medical help is summoned, and the offender, if present at scene, is apprehended.

1.3.2. PROTECTS CRIME SCENE:

1.3.2.1. DETERMINES BOUNDARY OF SCENE. Determines boundary of scene where crime or incident took place, and ensures that the area is secure.

1.3.2.2. PROTECTS PERISHABLE EVIDENCE. Protects item of possible evidentiary value that could be destroyed before it is collected.

1.3.3. ENSURES THAT THE OFFICE OF SPECIAL INVESTIGATIONS IS NOTIFIED IF APPROPRIATE.**1.3.4. PERFORMS PRELIMINARY QUESTIONING:**

1.3.4.1. RECORDS NAME OF PERSONNEL AT SCENE. Determines and records the name of personnel at the scene who may be a witness, segregates the witness, and records name of personnel officially present.

1.3.4.2. CONDUCTS PRELIMINARY QUESTIONING. Conducts preliminary questioning to determine the general extent of the incident or crime.

1.3.5. DRAWS BASIC SKETCH OF SCENE. Draws basic sketch of scene and ensures that initial photographs are taken.

1.4. SEARCHES SCENE FOR EVIDENCE:

1.4.1. CONDUCTS SEARCH. Develops plan for search of area and conducts search.

1.4.2. IDENTIFIES EVIDENCE. Identifies evidence, measures evidence, and ensures that evidence is photographed.

1.5. COLLECTS AND PROCESSES EVIDENCE:

1.5.1. CONDUCTS FIELD TEST. Conducts drug field test and records results as appropriate.

1.5.2. MARKS EVIDENCE. Marks evidence with time, date, and initials; takes action to preserve evidence, and records location and description.

1.5.3. PREPARES EVIDENCE TAG. Prepares evidence tag and releases evidence to property custodian.

1.6. PREPARES EVIDENCE TAG:

1.6.1. PREPARES FOR INTERVIEW. Reviews all developments in the investigation and obtains available background information about the investigation.

1.6.2. INTERVIEWS WITNESS, COMPLAINANT, OR VICTIM:

1.6.2.1. CONDUCTS INTERVIEW REQUIRING ONE INTERVIEWER.

1.6.2.2. CONDUCTS INTERVIEW REQUIRING TWO INTERVIEWERS.

1.6.3. INTERVIEWS SUSPECT.

1.7. PREPARES OR RECEIVES STATEMENT:

1.7.1. PREPARES OR RECEIVES STATEMENT FROM WITNESS, COMPLAINANT, OR VICTIM.

1.7.2. PREPARES OR RECEIVES STATEMENT FROM SUSPECT.

1.8. PROCESSES SUSPECT:

1.8.1. OBTAINS AUTHORITY AND CONSENT FOR SEARCH AND SEIZURE. Obtains a search warrant or verbal authorization by the responsible commander.

1.8.1.1. OBTAINS AF FORM 1176, AUTHORITY TO SEARCH AND SEIZE.

1.8.1.2. OBTAINS AF FORM 1364, CONSENT FOR SEARCH AND SEIZURE.

1.8.2. SEARCHES SUSPECT.

1.8.3. SEIZES EVIDENCE:

1.8.3.1. CONDUCTS FIELD TEST. Conducts drug field test and records results as appropriate.

1.8.3.2. MARKS EVIDENCE. Marks evidence with time, date, and initials; takes action to preserve evidence and records location and description.

1.8.3.3. PREPARES EVIDENCE TAG. Prepares evidence tag and releases evidence to property custodian.

1.8.4. FINGERPRINTS SUSPECT.

1.8.5. OBTAINS HANDWRITING EXEMPLAR.

1.9. PERFORMS LINEUP PROCEDURE:

1.9.1. PREPARES FOR LINEUP:

1.9.1.1. CONDUCTS PHOTOGRAPHY/STILL-PHOTO LINEUP.

1.9.1.2. ARRANGES FOR PARTICIPANT AND PHOTOGRAPHY SUPPORT. Schedules participants that are nearly identical in height, weight, hair, and skin color for photograph.

1.9.2. CONDUCTS LINEUP. Conducts lineup and records results.

1.10. SUBMITS SUSPECT FOR POLYGRAPH:

1.10.1. COORDINATES WITH MICHIGAN STATE POLICE.

1.10.2. OBTAINS CONSENT FROM SUSPECT. Obtains written consent from suspect.

1.10.3. OBTAINS MEDICAL EVALUATION.

1.10.4. ENSURES SUSPECT IS ESCORTED TO POLYGRAPH FACILITY.

1.10.5. RECORDS RESULTS. Obtains results from polygraph facility and records results.

1.11. MANAGES INFORMANT PROGRAM:

1.11.1. CONTACTS INFORMANT AND ESTABLISHES CREDIBILITY. Contacts and meets with potential informant and verifies new information through other reliable sources.

1.11.2. MANAGES INFORMANT. Contacts informant and meets with the informant to gain information.

1.11.3. MAINTAINS INFORMANT FILE. Ensures that only the investigator has access to the files and the information thereon and updates file.

1.12. PERFORMS SURVEILLANCE PROCEDURE:

1.12.1. DEVELOPS SURVEILLANCE PLAN. Establishes purpose of surveillance, determines personnel and equipment required, establishes schedule, and coordinates as appropriate.

1.12.2. CONDUCTS SURVEILLANCE.

1.12.3. ENSURES OFFENDER IS APPREHENDED. If offender is present at scene, ensures that offender is apprehended.

1.12.4. RECORDS RESULT.

1.12.5. PREPARES REPORT OF INVESTIGATION. Organizes material and information, drafts report, reviews and edits draft report, prepares final report, and ensures that report is distributed and filed.

2.1. COORDINATES WITH LOCAL PROSECUTOR:

2.1.1. REVIEWS CASE FILE. Reviews original notes, sketches, and photographs carefully to recall all details of the case.

2.1.2. PREPARES TESTIMONY WITH TRIAL COUNSEL. Reviews what and how questions will be asked and how to present testimony so that it will be admissible.

2.2. COORDINATES WITH LOCAL PROSECUTOR. Discusses case file and makes evidence available for review.

2.3. APPEARS IN COURT.

3. EVIDENCE AND ACQUIRED PROPERTY:

3.1. RECEIVES AND SECURES EVIDENCE. Verifies and annotates evidence tag, annotates log, and preserves and secures evidence.

3.2. PROCESSES EVIDENCE FOR LAB ANALYSIS:

3.2.1. PREPARES LAB REQUEST. Prepares lab request and annotates evidence tag and log.

3.2.2. SHIPS EVIDENCE. Ships evidence and receives receipt.

3.2.3. RECEIPTS FOR RETURNED EVIDENCE. Receipts for returned evidence and lab report, annotates evidence tag and log, secures evidence, and forwards lab report to case file.

3.3. MAKES EVIDENCE AVAILABLE FOR COURT:

3.3.1. ANNOTATES EVIDENCE TAG AND LOG FOR RELEASE TO POLICE FOR COURT.

3.3.2. ANNOTATES EVIDENCE TAG AND LOG WHEN RETURNED. Annotates evidence tag and log when returned from court and secures evidence.

3.4. REQUESTS DISPOSITION OF EVIDENCE:

3.4.1. REQUESTS DISPOSITION INSTRUCTION. Requests disposition instruction for evidence.

3.4.2. DISPOSES OF EVIDENCE. Disposes of evidence in accordance with instructions and annotates evidence tag and log.

3.5. MAINTAINS ACQUIRED PROPERTY:

3.5.1. RECEIVES AND SECURES ACQUIRED PROPERTY:

3.5.1.1. PROCESSES ABANDONED VEHICLE:**3.5.1.1.1. INVENTORIES VEHICLE.**

3.5.1.1.2. SECURES VEHICLE. Secures vehicle in impoundment lot, prepares evidence tag, and annotates log.

3.5.1.1.3. ESTABLISHES VEHICLE FILE.**3.5.2. IDENTIFIES OWNER OF ACQUIRED PROPERTY:**

3.5.2.1. ADVERTISES ACQUIRED PROPERTY. Prepares advertisement and distributes to appropriate publication.

3.5.2.2. SENDS REGISTERED LETTER TO OWNER. Sends registered letter to individual regarding the disposition of the property.

3.5.2.3. RELEASES ACQUIRED PROPERTY TO OWNER. Annotates evidence tag and log to release the acquired property to its rightful owner and transfers file to Security Police Administration (SPA) and Reports.

3.5.3. DISPOSES OF UNIDENTIFIED ACQUIRED PROPERTY:**3.5.3.1. ENSURES PROPERTY DISPOSAL BOARD IS CONVENED:**

3.5.3.1.1. VERBALLY NOTIFIES PROPERTY DISPOSAL BOARD OF CONVENING PARTICULARS.

3.5.3.1.2. CONDUCTS INVENTORY. Inventories property to be disposed of.

3.5.3.1.3. ATTENDS PROPERTY DISPOSAL BOARD. Attends disposal board, ensures meeting minutes are recorded, ensures turn-in documents are prepared, and ensures meeting minutes are coordinated and approved.

3.5.3.2. DISPOSES OF PROPERTY. Turns in property to appropriate agency or destroys property, annotates evidence tag and log, and transfers file to SPA.

4. LIAISON WITH OTHER LAW ENFORCEMENT AGENCY:

4.1. MONITORS ISSUANCE OF SUBPOENA. Monitors issuance of subpoena, warrant, or summons to personnel on/off the installation.

4.2. PARTICIPATES IN JOINT INVESTIGATION. Participates in joint investigation of crime involving military personnel (Federal Bureau of Investigation, Naval Investigative Service, Office of Special Investigations, and Criminal Investigation Division).

4.3. ACTS AS SECURITY POLICE FOCAL POINT FOR LOCAL POLICE AGENCIES.

4.4. OBTAINS POLICE REPORT. Obtains copy of police report and court action on military member.

5. UNAUTHORIZED ID CARD RETRIEVAL:

5.1. RECEIVES NOTIFICATION. Receives notification from Civilian Base Personnel Office or another base that an individual with an unauthorized ID lives or may be in the area.

5.2. ATTEMPTS TO LOCATE ID CARD HOLDER:

5.2.1. LOCATES BY TELEPHONE.

5.2.2. LOCATES IN PERSON. Travels to location to retrieve ID card.

5.3. RETRIEVES ID CARD. Retrieves ID card and releases it to the Pass and ID Work Center.

6. TRAINING SEMINAR:

6.1. CONDUCTS TRAINING ON TAKING OF STATEMENT.

6.2. CONDUCTS TRAINING ON PREPARING AN EVIDENCE TAG.

6.3. CONDUCTS TRAINING ON PRELIMINARY INVESTIGATION.

6.4. CONDUCTS TRAINING ON PROTECTION OF CRIME SCENE.

7. LAW ENFORCEMENT INFORMATION NETWORK:

7.1. ENTERS DATA:

7.1.1. OBTAINS DOCUMENT. Obtains required source document and reviews and prepares National Criminal Information Center code or state form.

7.1.2. ENTERS DATA INTO TERMINAL. Enters data into terminal and receives return message.

7.2. ENTERS ADMINISTRATIVE MESSAGE. Enters administrative message for area required and annotates system input data log.

7.3. CLEARS OR CANCELS ENTERED DATA:

7.3.1. OBTAINS DOCUMENT. Obtains required document and reviews and prepares NCIC code or state form.

7.3.2. ENTERS DATA TO CLEAR OR CANCEL ENTRY. Enters data to clear or cancel entry and receives return clear or cancel message.

7.4. FILES MESSAGE TRAFFIC WITH INITIAL REPORT.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. Refer to AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Investigations/FAC 4342SE			330.34 - 550.56							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Investigations	811X0	CIV	3	4						
TOTAL			3	4						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.